



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 1529
 Series of 2022

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

RELEASED

TO : **ALL CONCERNED DGME PERSONNEL**

BY: _____
 DATE: DEC 14 2022

FROM : MOHAGHER M. IQBAL
 Minister



2022-12-095

SUBJECT : **CONDUCT OF RECORDS MANAGEMENT TRAINING**

DATE : December 9, 2022

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

RELEASED

By: HAYDER A. ABDUL
 Date: DEC 14 2022
 Time: 10:30 AM
 Control No. 2022-12-095

1. Pursuant to the standards adopted by the National Archives of the Philippines (NAP) through R.A. 9470, which mandates government accountability to ensure the full and accurate records of affairs of the national and local government units are maintained and preserved, the Ministry of Basic, Higher and Technical Education's (MBHTE) Directorate General for Madaris Education (DGME), together with the Development Academy of Bangsamoro (DAB) as the training provider, will conduct a **Records Management Training** on December 21-23, 2022 at Em Manor, Cotabato City.
2. The training aims to:
 - a. carry out organizational recordkeeping requirements analysis and understand the best practices in records management;
 - b. orient the salient provisions of RA 9470 of the National Archive of the Philippines (NAP) and develop an office records management plan; and
 - c. ensure an effective implementation or records management system.
3. In view of this, the following DGME personnel are hereby directed to be the team-in-charge/facilitators of the said training:

Lead Facilitator:	Sittie Rowena G. Clao
IT Technical Support:	Nizar H. Hamid
Venue Reservation & Logistics:	Asraidah H.N. Amenoding Samrah N. Daud
Documentation:	Abdulrahman M. Gamoranao
Secretariats:	Regina H. Jilhano Fatima Ayob

4. Attached is the list of participants and the program flow for reference.
5. For information, guidance, and compliance.



Annex A. List of Participants

1. Abdulatip, Abdulkadir G.
2. Abdulsalam, Rayhana M.
3. Abdulwahab, Sahla N.
4. Abubakar, Al-khuazaifa K.
5. Ali, Mohammad T.
6. Ali, Rashael M.
7. Ali, Sittie Ashia L.
8. Amenoding, Asraidah H.N.
9. Ayob, Fatima A.
10. Candao, Norhaine S.
11. Clao, Sittie Rowena G.
12. Daguit, Khairia S.
13. Daud, Samrah N.
14. Dawi, Almera G.
15. Dibaratun, Jonaime I.
16. Gamoranao, Abdulrahman M.
17. Gandawali, Yasmeen M.
18. Hamid, Nizar H.
19. Jilhano, Regina K.
20. Karim, Abdullah A.
21. Kusain, Noraida A.
22. Macatanong, Bai Fairuza H.
23. Mamadra, Kadiguia R.
24. Maulana, Datu Tihad K.
25. Mohammad Ishak, Guialaluddin B.
26. Racman, Perlita A.
27. Sampang, Suraya M.
28. Usman, Zuhria P.
29. Watamama, Umikalsum D.
30. Yusop, Esmail K.

Annex B. Records Management Training Program Flow

Time	Activities	Facilitator/ Resource Speaker
DAY1- December 21, 2022		
8:00- 8:30 am	Arrival & Registration	Sittie Saharah S. Mustapha DAB Facilitator
8:30- 9:00 am	Preliminaries & Opening Program Opening Prayer National Anthem Bangsamoro Hymn	Said I. Abdulkasan DAB
9:00 -9:20 am	Opening Remarks	Tahir G. Nalg DGME General Director
9:20- 12:00 nn	Introduction: - What is Record? -What is Records Management? -Why is Record Management so important?	Gebracel, Makaton Resource Speaker/DAB
12:00- 1:00 pm	Lunch Break/ Duh'r Prayer	-
1:00 - 1:15 pm	Ice Breaker	DGME Participant
1:15- 2:30n pm	Records Management Responsibilities	Sittie Saharah S. Mustapha Resource Speaker/DAB
2:30-3:00 pm	Individual and Group Activity	Participants and RS
3:30-5:00 pm	Presentation of Output	DGME Participants
Day 2- December 22, 2022		
8:00 - 8:30 am	Preliminaries: Words of Wisdom Recapitulation	DGME Participants
8:30 - 10:00 am	Overview of the Records Management Process	Normia A. Salindal PhD Resource Speaker/DAB
10:00 - 10:15am	Snacks	-
10:15 - 12:00 nn	Salient Provisions of R.A. 9470	Normia A. Salindal PhD Resource Speaker/DAB
12:15 - 1:15 pm	Lunch Break/ Duh'r Prayer	-
1:15 - 3:00 pm	Record Retention Schedule	Normia A. Salindal PhD Resource Speaker/DAB
3:00 - 3:30 pm	Snacks and Asr Prayer	
3:30 - 5:00 pm	Group Workshop and Presentation of output	DGME Participants with RS
Day 3- December 23, 2022		
8:00 - 8:30 am	Words of Wisdom Recapitulation	DGME Participants
8:30 - 10:00 am	Archiving and Storage	Hussien M. Abo Resource Speaker
10:00 - 10:15 am	Snacks	
10:15 - 12:00 nn	Records Disposition Administration	Hussien M. Abo Resource Speaker
12:00 - 1:00 pm	Lunch Break & Duhr Prayer	
1:00 - 1:15 pm	Ice Breaker	Datunot A. Akmad DAB
1:15 - 2:00 pm	Records Disposition Schedule	Hussien M. Abo Resource Speaker/DAB
2:00 - 3:00 pm	Individual and Group Workshop Presentation of Output	Hussien M. Abo Resource Speaker/DAB
3:00 - 3:30 pm	Snacks & Asr Prayer	--
3:30 - 4:00 pm	Simulation Activity	DGME Participants
4:00 - 4:30 pm	Awarding of Certificate	Datunot A. Akmad
4:30 - 5:00 pm	Closing Program	DGME Participant